



*Delaware Health  
And Social Services*

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**DIVISION OF MANAGEMENT SERVICES**

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PROCUREMENT

DATE: January 24, 2017

HSS 17-009

Delaware Medicaid Asset Verification System

for

Division of Medicaid Medical Assistance

Date Due: January 24, 2017

By 11:00am Local Time

ADDENDUM # 1  
Questions and Answers

**PLEASE NOTE:**

THE ATTACHED SHEETS HEREBY BECOME A PART OF THE ABOVE  
MENTIONED RFP.

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Terrell Copeland  
Purchasing Services Coordinator

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[Division contact (from RFP) ]

## Asset Verification System RFP

### Questions and Answers

1. Section: IV Professional Services RFP Administrative Information

Subsection: B. RFP Submissions

Paragraph: 2. Proposals

Page: 5

RFP Page 5, states "Each proposal must be submitted as six (6) electronic copies on CD or DVD media disk, or USB memory drive. No paper copies are required. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

Section: APPENDIX A MINIMUM MANDATORY SUBMISSION

Paragraph: 2 Vendors shall provide proposal packages in the following formats:

Page: 41

Item Entry: 1

RFP Page 41, within Section APPENDIX A MINIMUM MANDATORY SUBMISSION REQUIREMENTS, states" Vendors shall provide proposal packages in the following formats:

Enter number of copies (i.e. Six (6)) paper copies of the vendor proposal paperwork. One (1) paper copy must be an original copy, marked "ORIGINAL" on the cover, and contain original signatures.

Enter number of copies (i.e. One (1)) electronic copy of the vendor proposal saved to CD or DVD media disk, or USB memory stick. Copy of electronic price file shall be a separate file from all other files on the electronic copy. (If Agency has requested multiple electronic copies, each electronic copy must be on a separate computer disk or media).

Please verify that the final submission is to include the following:

1-Original paper copy

5-Paper copies

6-Electronic Copies on CD, DVD or USB Memory Stick

**Answer:**

Each proposal must be submitted as six (6) electronic copies on CD or DVD media disk, or USB memory drive. No paper copies are required. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.

2. Whether companies from Outside Canada can apply for this? (like, from India or USA)

**Answer:**

As indicated in Section r. Vendor Activity of the RFP:

"No activity is to be executed in an off shore facility, either by a subcontracted firm or a foreign office or division of the vendor. The vendor must attest to the fact that no activity will take place outside of the United States in its transmittal letter. Failure to adhere to this requirement is cause for elimination from future consideration."

3. Whether we need to come over there for meetings?

**Answer:**

As noted in Project Management Requirement C-6 on page # of the RFP, the successful vendor must attend the AVS project "kick-off meeting in person at DMMA in New Castle, DE."

For all other AVS project meetings, the State encourages alternate methods of communication other than in person meetings, such as transmission of documents via email and teleconferencing, as appropriate.

4. Can we perform the tasks (related to RFP) outside Canada? (like, from India or USA)

**Answer:**

Please see the answer to question #2. Tasks related to this RFP must be performed within the USA.

5. Can we submit the proposals via email?

**Answer:**

Each proposal must be submitted as six (6) electronic copies on CD or DVD media disk, or USB memory drive. Please provide a separate electronic pricing file from the rest of the RFP proposal responses.